

Reimbursement Requests for BWSR Competitive Grants

Starting in fiscal year 2010, BWSR began implementing a reimbursement process for many grants. Grant payments in fiscal years 2010 and 2011 were distributed in two installments: 90% after execution of the grant agreement, and 10% after final requirements were met. Fiscal year 2012 and future grants will be distributed in three installments; 50% after execution of the grant agreement, 40% once the grantee has expended the first amount and provided BWSR with documentation of expenditures, and 10% after final requirements are met.

This document outlines the requirements for requesting reimbursement payments. See the Terms of Payment section of the grant agreement to determine if a grant has a reimbursable component.

Initial Advanced Grant Payments

BWSR allocates the initial payment of competitive grant funds only after:

1. A work plan has been completed in eLINK and approved by BWSR staff;
2. The grant agreement has been officially executed and the grantee notified to begin work; and
3. Applicants are in compliance with all website and reporting requirements for previously-awarded BWSR grants.

In FY10 and FY11, the initial grant payment was 90%. In FY12 and the future, the initial payment is 50%.

Second Advanced Grant Payments

The grantee may request the second installment when:

1. The grantee has reported in eLINK that 50% of the grant funds have been expended in accordance with the work plan.
2. The grantee submits an eLINK status change for the next report (1st, 2nd, or 3rd report).
3. An eLINK Interim Financial Report that summarizes expenditures for the first 50% must be signed by the grantee and a scanned copy is emailed to the Board Conservationist. The Interim Financial Report serves as the official request for payment from the grantee to BWSR.
4. BWSR authorizes the second advanced payment upon approval of the eLINK reporting and review of the Interim Financial Report.

NOTE: Second advance payments do not apply to FY10 and FY11 grants.

Final Grant Reimbursement Requests

The last 10% of reimbursement grants will be paid after the grant project is finished, all final reporting requirements are met, and the grantee has provided BWSR with a documentation of final expenditures. The following items must be completed before BWSR will authorize final grant payment:

1. All eLINK reporting must be completed by the grantee according to the [eLINK Reporting Guidance](#), submitted via the Status Change in eLINK, and email notification sent to the Board Conservationist.

- a. The Board Conservationist will review the eLINK *All Details* and/or *Summary Reports* and cross-reference the original or amended work plan and the eLINK reporting guidance to determine if reporting is satisfactory.
2. An eLINK Final Financial Report that summarizes final expenditures for the grant must be signed by the grantee and a scanned copy emailed to the Board Conservationist. The Final Financial Report includes language indicating the grantee is officially requesting payment from BWSR.
 - a. If the final project costs are more than 90% but less than 100% of the grant award, the Grantee can only submit a reimbursement request for the actual project expenditures greater than the 90% of funds already received.
 - b. If the final project costs are less than 90% of the grant award that was previously paid by BWSR, the Grantee must fill out a returned funds form and send back any unused funds.
3. Clean Water Funds Stories have been updated by the grantee and the responsible BWSR staff has approved those updates.
4. The final payment will be made once the items above are determined to be complete by the responsible BWSR staff.

Additional Evidence for Second and Final Payments: BWSR staff may request more detailed financial information than the minimum requirements for the second advanced payment (40%) and the final grant reimbursable payments if grant compliance is unclear, noncompliance is suspected, or the individual grant program amount for a specific work plan is over \$200,000. This information may include, but is not limited to:

- a. Monthly budget summaries, financial accounting system reports, ledgers and journals invoices, receipts, cancelled checks, bank statements, board meeting minutes, certification of match, or other pertinent financial records.
- b. See also the Program and Project Files and the Grant Noncompliance sections of the BWSR Statewide Grant Administration Manual.